



Meeting of the Social Services Transportation Advisory Council

LOCATION

Madera County Transportation Commission
Board Room
2001 Howard Road, Suite 201
Madera, California 93637

SPECIAL NOTICE: Precautions to address COVID-19 (a.k.a the “Coronavirus”) will apply to this meeting. See below Special Notice for additional details.

DATE

July 15, 2021

TIME

10:00

SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL MEMBERS

Fern Facchino	Potential Transit User 60 Years or Older
Rosalind Esqueda	Representative of a Transit Provider
Ellen Moy	Representative of a Transit Provider
Anabel Miranda	Local Social Service Provider for Persons of Limited Means
Frank Simonis	Potential Transit User Who Is Disabled
Annie Self	Representative of the Local Social Service Provider for Disabled
Vacant	Representative of the Local Social Service Providers for Seniors
Vacant	Representative of the Local Social Service Providers for Seniors
Vacant	Representative of the Local Social Service Provider for Disabled

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Please register for the GoToWebinar from your computer, tablet, or smartphone:

<https://www.gotomeet.me/MaderaCTC/sstac-meeting-71521>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 421-079-597

For participation by teleconference only, please use the above phone number and access code. If you participate by teleconference only, you will be in listen-only mode.

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AGENDA

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Agenda

Item	Description	Enclosure	Action
1.	Call to order		
2.	Public Comment		
3.	New Member Orientation Roles and responsibilities Handout SSTAC Bylaws	Yes	Discussion
4.	Election of Officers	Yes	Action
5.	Re-affirm April 1, 2021 agenda items	Yes	Action
6.	Minutes of the April 1, 2021 SSTAC Meeting	Yes	Action
7.	Re-affirm May 3, 2021 agenda items	Yes	Action
8.	Minutes of the May 3, 2021 SSTAC Meeting	Yes	Action
9.	SSTAC Member Vacancies	No	Discussion
10.	Unmet Transit Needs Definition Worksheet Transit Agencies Data	Yes	Action
11.	Discuss Future Meetings Future Meeting date	Yes	Discussion
12.	Adjournment		

“UNMET TRANSIT NEEDS”

The “Unmet Transit Needs” process is required by State law to be conducted annually. The process is intended to identify those transit needs in the City of Madera, City of Chowchilla, and the County of Madera that are reasonable to meet. Where an unmet transit need is identified by the MCTC Policy Board to be reasonable to meet, the responsible jurisdiction(s) must develop a plan to provide transit service to meet the need within the following year.

Social Service Transportation Advisory Council (SSTAC):

Role:

To forward a recommendation to the MCTC Policy Board regarding transit needs and issues.

Responsibilities:

1. Annually participate in the identification of transit needs in Madera County, including unmet transit needs that may exist within Madera County and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.
2. Annually review and recommend action by MCTC Policy Board for the area within Madera County which finds by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet.
3. Advise the MCTC on any other major transit issues, including the coordination and consolidation of specialized transportation services.

Social Services Transportation Advisory Council Rules

The Social Services Transportation Advisory Council (SSTAC) was established under the requirements of the Transportation Development Act. The SSTAC serves as an advisory body to the Madera County Transportation Commission (MCTC) regarding the transit needs of residents of the Madera Region, including, but not limited to, transit dependent and transit disadvantaged persons such as the elderly, disabled, and persons of limited means.

The SSTAC shall be governed by the following rules.

A. RESPONSIBILITIES

1. Advise MCTC on the following:
 - a. Transit needs of the general public (e.g. hours of service, new bus routes, shorter headways, etc.) including, but not limited to, transit dependent and transit disadvantaged persons such as the elderly, disabled, and persons of limited means.
 - b. Coordination between transit service providers in the region.
 - c. Other issues the membership believes are relevant to transit in the Madera Region (i.e. potential review of transit grant applications, coordination/consolidation of specialized transit services, connections to interregional transit services, etc.)
2. Annually participate in the identification of transit needs in the Madera Region, including unmet transit needs that may exist and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services.
3. Annually review and recommend action by MCTC which finds, by resolution, that:
 - a. there are no unmet transit needs;
 - b. there are no unmet transit needs that are reasonable to meet; and/or
 - c. there are unmet transit needs, including needs that are reasonable to meet.

B. PARTICIPANTS

1. SSTAC meeting participation shall include seven members per statutory guidelines (see Public Utilities Code Section 99238 below):
 - (a) One representative of potential transit users who is 60 years of age or older.
 - (b) One representative of potential transit users who is disabled.
 - (c) Two representatives of local social service providers for seniors, including one

representative of a social service transportation provider, if one exists.

(d) Two representatives of local social service providers for the disabled, including one representative of a social service transportation provider, if one exists.

(e) One representative of a local social service provider for persons of limited means.

(f) Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

(g) The MCTC Board of Commissioners may appoint additional members in accordance with the procedure in subdivision (b) of Section 99238 of the Government Code.

2. In appointing council members, MCTC shall strive to attain geographic and minority representation among council members.

C. TERM OF OFFICE

1. The term of appointment shall be for three years and may be renewed.

D. VACANCIES

1. A vacancy shall be created when a member: resigns; completes their term of appointment and does not wish to be reappointed; misses three consecutive regular meetings without good cause; or when a member can no longer carry out their responsibilities as a council member.

2. If a member resigns during his/her term, MCTC's Executive Director may fill vacancies, in consultation with the SSTAC or SSTAC Chair, for the remainder of the original term.

3. The MCTC Board of Commissioners approves three-year appointments.

4. All SSTAC positions shall be advertised every three years to either extend the tenure of current positions or appoint new members.

E. ELECTION OF OFFICERS

1. During the first meeting of the calendar year, the council shall elect a Chair and Vice Chair to serve for one year. Upon resignation of an officer, a special election shall be held.

F. DUTIES OF OFFICERS

1. **Chair:** The Chair shall preside at all SSTAC meetings. The Chair may appoint committees, conduct elections to fill the positions of Chair and Vice Chair, prepare and sign correspondence reflecting SSTAC votes or input provided, and may delegate his/her responsibility to sign correspondence. The Chair or his/her designee should report to the MCTC Board of Commissioners on recommendations of the SSTAC.
2. **Vice Chair:** In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.
3. **Secretary:** The Secretary shall be a staff member of MCTC. The Secretary shall provide information and general assistance; take meeting notes for all SSTAC meetings; prepare agendas, SSTAC letters and other correspondence, as requested by the Chair; and prepare and distribute special notices, agenda announcements, staff reports and other materials.

G. ORGANIZATION AND PROCEDURES

1. **Meetings:** The SSTAC shall meet at least twice per year, typically in April. Additional meetings may be held as needed. Alternate times and dates to those scheduled must be agreed upon by a majority of the members in order to carry out the responsibilities described above. The meetings shall be open to the public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.) and shall be held at the Madera County Transportation Commission office. If an alternate location is required, it must be an accessible location in order to facilitate the attendance of physically disabled members of the SSTAC and the community in general. In the event both the Chair and Vice Chair are absent, the majority of a quorum may appoint a presiding officer for that meeting.
2. **Quorum:** A quorum shall constitute one-half (1/2) plus one (1) of the current membership.
3. **Voting:** Actions are generally taken by consensus of all participants. If a vote is required, it shall be by a voice vote unless any member requests a roll call vote. Where a vote is taken, passage requires four votes.
4. **Limitation of Discussion:** Discussion on any matter by council members or the general public may be limited to such length of time as the Chair may deem reasonable under the circumstances.
5. **Conduct of Meetings:** Meetings are generally to be conducted in accordance with the principles of Robert's Rules of Order.

6. **Meeting Notes:** Meeting notes recording the members and visitors present, motions entertained, and actions taken at each meeting shall be prepared by MCTC staff and posted on the MCTC website.
7. **Rules:** These rules may be amended by a majority vote of the SSTAC members and subsequent approval by the MCTC Board of Commissioners.
8. **Communications:** Official communications shall be in writing and shall be approved by the SSTAC or SSTAC Chair. Official communications approved by the SSTAC Chair shall be shared with the SSTAC as soon as reasonably practical. The Chair, or his/her designee, should make presentations to the MCTC Board for unmet transit needs findings.

Approved by MCTC Policy Board on March 18, 2020.



Regular Meeting of the Social Services Transportation Advisory Council

LOCATION

Webinar

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/MaderaCTC/sstac-meeting---april-1-2021>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 496-116-213

DATE

April 1, 2021

TIME

1:30

SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL MEMBERS

Pamela Mashack	Potential Transit User 60 Years or Older
Rosalind Esqueda	Representative of the Local Social Service Providers for Seniors
Ellen Moy	Representative of the Local Social Service Providers for Seniors
Vacant	Potential Transit User Who Is Disabled
Annie Self	Representative of the Local Social Service Provider for Disabled
Vacant	Representative of the Local Social Service Provider for Disabled
Vacant	Local Social Service Provider for Persons of Limited Means

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Agenda

Item	Description	Enclosure	Action
1	Introductions		
2	Public Comment		
3	Minutes of the May 27, 2020 SSTAC Meeting	Yes	Approve
4	New Member Orientation: Roles and responsibilities Handout	Yes	Discussion
5	Election of Officers	No	Discussion
6	SSTAC Member Vacancies Outreach for Vacancies Categories: (1) Potential Transit User Who Is Disabled; (2) Representative of the Local Social Service Provider for Disabled; (3) Local Social Service Provider for Persons of Limited Means	Yes	Discussion
7	Unmet Transit Needs Definition Review MCTC's definition and other agencies definition	Yes	Accept or Amend
8	Quarterly Meetings for FY 2021-2022 Proposed schedule	Yes	Discussion
9	Anticipated Comments Comments received from FY 2020-21	Yes	Discussion
10	Discuss Future Meetings Unmet Needs Public Hearing – April 17, 2021 SSTAC Meeting – April 26		

Social Service Transportation Advisory Council

MINUTES

DATE

Thursday, April 1, 2021

The regular meeting of the Social Service Transportation Advisory Council held Thursday, April 1, 2021 via GoToWebinar and was called to order by MCTC Staff Evelyn Espinosa at 1:35 .

MEMBERS PRESENT

Ellen Moy, Representative of the Local Social Service Providers for Seniors, Madera County
Annie Self, Representative of the Local Social Service Provider for Disabled, City of Madera
Pamela Mashack, Potential Transit User 60 Years or Older

STAFF PRESENT:

Dylan Stone, Madera County Transportation Commission
Troy McNeil, Madera County Transportation Commission
Jeff Findley, Madera County Transportation Commission
Evelyn Espinosa, Madera County Transportation Commission
Nicholas, Dybas, Madera County Transportation Commission

VISITORS PRESENT:

Anabelle Miranda, Madera County Workforce Development
Robin Roman, Public transportation Representative, City of Chowchilla
David Huff, Public transportation Representative, City of Madera

I: Introductions

Evelyn Espinosa called the meeting to order and led introductions.

II: Public Comment

No public comment received.

III. Minutes of the May 27, 2020 SSTAC Meeting

The minutes were approved.

IV: New Member Orientation

The roles and responsibilities Handout was read out to the council members.

V: Election of Officers

The representative for the Potential Transit User 60 Years or Older was elected Chairwoman.

V: SSTAC Member Vacancies

The flier for the SSTAC Member vacancies was included in the packet. An update about the interested individual/agency in the vacancies was shared with the council. Conversation to place current representatives of the Local Social Service Providers for Seniors to a new category for Local Transit Providers took place.

VII: Unmet Transit Needs Definition Review

The Council decided to continue using the same definition for this cycle while reconvening the SSTAC as many times as necessary to reassess the definition and reasonable to meet standards.

VIII: Quarterly Meetings for FY 2021-2022

The proposed schedule was shared with the council. This is a new quarterly schedule which expanded from two meetings per year to four meetings per year.

IX: Anticipated Comments

Comments received from the FY 2020-21 Unmet Transit Needs cycle were shared with the council for their information and the two comments received for this Unmet Transit Needs cycle were also shared.

THE SOCIAL SERVICES TRANSPORTATION ADVISORY COMMITTEE MEETING WAS ADJOURNED
AT 2:45 PM

Social Service Transportation Advisory Council

MINUTES

DATE

Wednesday, June 1, 2020

The regular meeting of the Social Service Transportation Advisory Council held Wednesday, June 1, 2020 via teleconference was called to order by MCTC Staff Amelia Davies at 10:30 AM.

MEMBERS PRESENT

Ellen Moy, Representative of the Local Social Service Providers for Seniors, Madera County
Rosalind Esqueda, Representative of the Local Social Service Providers for Seniors, Fresno EOC
Sophia Aguilar, Local Social Service Provider for Persons of Limited Means, Madera County
Workforce Development

STAFF PRESENT:

Amelia Davies, Madera County Transportation Commission
Evelyn Espinosa, Madera County Transportation Commission
Annie Self, Madera Metro, MV Transportation, transportation provider with the City of Madera
Ivette Iraheta, City of Madera
Michelle Avalos, City of Madera.

VISITORS PRESENT:

None.

I: Introductions

The purpose of this meeting is to go over the comments directed to the City of Madera and to have a recommendation to forward to the MCTC Board.

II: Public Comment

No public comment received.

III. Chair and vice chair officer elections

Delayed.

IV: Minutes

Approved.

V: Unmet Transit Needs Response to Comments

Comments for the City of Madera were reviewed.

VI: Recommendation to the MCTC Board

- SSTAC recommendation: In agreement that there are unmet transit needs but they are not reasonable to meet at this point.

VII: Future meetings

None scheduled.

VIII: Adjournment

THERE BEING NO FURTHER BUSINESS OF THE SOCIAL SERVICES TRANSPORTATION ADVISORY COMMITTEE, THE MEETING WAS ADJOURNED AT 11: 35 AM



Meeting of the Social Services Transportation Advisory Council

LOCATION

Madera County Transportation Commission
Board Room
2001 Howard Road, Suite 201
Madera, California 93637

SPECIAL NOTICE: Precautions to address COVID-19 (a.k.a the “Coronavirus”) will apply to this meeting. See below Special Notice for additional details.

DATE

May 3, 2021

TIME

11:00 AM

SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL MEMBERS

Pamela Mashack	Potential Transit User 60 Years or Older
Rosalind Esqueda	Representative of a Transit Provider
Ellen Moy	Representative of a Transit Provider
Anabel Miranda	Local Social Service Provider for Persons of Limited Means
Frank Simonis	Potential Transit User Who Is Disabled
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2.	Public Comment		
3.	New Member Orientation Roles and responsibilities Handout SSTAC Bylaws	Yes	Discussion
4.	Election of Officers	No	Action
5.	Re-affirm April 1, 2021 agenda items	No	Action
6.	Minutes of the April 1, 2021 SSTAC Meeting	Yes	Action
7.	SSTAC Member Vacancies	No	Discussion
8.	Unmet Transit Needs Definition	Yes	Discussion
9.	Comment Review and Recommendation to the MCTC Policy Board	Yes	Action
10.	Discuss Future Meetings Appoint Representative to attend MCTC's Board Meeting, May 19, 3 pm. Discuss Future Meeting Date	No	Discussion
11.	Adjournment		

Social Service Transportation Advisory Council

MINUTES

DATE

Monday, May 3, 2021

The regular meeting of the Social Service Transportation Advisory Council held Monday, May 3, 2021 via GoToMeeting was called to order by MCTC Staff Evelyn Espinosa at 11:10 am. This meeting had no quorum.

MEMBERS PRESENT

Frank Simonis, Potential Transit User Who is Disabled
Ellen Moy, Representative of a Transit Provider
Rosalind Esqueda, Representative of a Transit Provider
Anabel Miranda, Local Social Service Provider for Persons of Limited Means
Annie Self, Representative of the Local Social Service Provider for Disabled

STAFF PRESENT:

Evelyn Espinosa, Madera County Transportation Commission
Dylan Stone, Madera County Transportation Commission
Jeff Findley, Madera County Transportation Commission
Troy McNeil, Madera County Transportation Commission
Nicholas Dyvas, Madera County Transportation Commission
Sandy Ebersole, Madera County Transportation Commission

VISITORS PRESENT:

No visitors at this meeting.

I: Introductions

Evelyn Espinosa called the meeting to order and led introductions.

II: Public Comment

No public comment received.

III. New Member Orientation

The Roles and Responsibilities of the Social Services Transportation Advisory Council (SSTAC) and the SSTAC Bylaws were shared.

IV: Election of Officers

Frank Simonis was selected to be Vice-Chair.

V: Re-affirm April 1 Agenda Items

Due to lack of quorum, it could not be re-affirmed.

VI: April 1 Minutes Approval

Due to lack of quorum, the minutes could not be approved.

VII: SSTAC Member Vacancies

The Council was informed of the vacancies and the outreach to fill them and asked for suggestions. One of the members offered ideas. Staff will follow up with him about those.

VIII: Unmet Transit Needs Definition

Definitions from other agencies were included in the packet for reference. Staff suggested to work with the transit agencies via the Quarterly Transit Meetings to provide the data that would facilitate understanding what is "Reasonable to meet" part of the conversation and present it to the SSTAC members. The Council agreed that this would be a reasonable approach.

IX: Comment Review and Recommendation to the MCTC Policy Board

Comments were reviewed one by one. Of the 15 comments discussed, only one was found to be a unmet transit need which was not reasonable to meet due to cost-effectiveness. Due to a lack of quorum there was no recommendation forwarded to the MCTC Policy Board.

X: Future meetings

Staff will send out a poll to set the date for a future meeting.

XI: Adjournment

THERE BEING NO FURTHER BUSINESS OF THE SOCIAL SERVICES TRANSPORTATION ADVISORY COMMITTEE, THE MEETING WAS ADJOURNED AT 12:30 AM.

Unmet Transit Needs Definition Worksheet

Current definition: "The Madera County Transportation Commission has determined that its definition of the term "unmet transit needs" includes all essential trip requests by transit-dependent persons for which there is no other convenient means of transportation, and the Commission has determined that its definition of the term "reasonable to meet" shall apply to all related public or specialized transportation services that:

- (1) are feasible;
- (2) have community acceptance;
- (3) serve a significant number of the population;
- (4) are economical; and
- (5) can demonstrate cost effectiveness

by having a ratio of fare revenues to operating cost at least equal to 10 percent, and the Commission has determined that its definition of the term "reasonable to meet" shall also apply to all service requests which do not abuse or obscure the intent of such transportation services once they are established."

Table 1. Reasonable to meet criteria

Criteria Categories	Criteria Examples	Revised Criteria
FEASIBILITY	<p>The proposed service can be provided with available TDA funding (per state law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet.)</p> <p>Sufficient ridership potential exists for the new, expanded, or revised transit service.</p> <p>The proposed service can be provided with the existing fleet or under contract to a private provider.</p> <p>The proposed transit service can be achieved safely and will not violate local, state, and federal law.</p>	
OPERATIONAL FEASIBILITY	<p>The new, expanded, or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.</p> <p>The system can be implemented safely and in accordance with local, state, and federal laws and regulations.</p>	
COMMUNITY ACCEPTANCE	<p>The proposed service has community acceptance and/or support as determined by the unmet needs public outreach process,</p> <p>There needs to be demonstrated interest of citizens in the proposed transit service such as multiple comments or petitions.</p> <p>The proposed transit service has community support from the general public, community groups, and community leaders.</p>	

Implementation of the new, expanded, or revised transit service should achieve or be moving toward the goals outlined in the Kings County Transit Development Plan for a comparable type of service. Services not meeting the goals should be evaluated on a yearly basis to determine if modifications or cancellation of service should be implemented.

POPULATION

EQUITY

Will benefit, either the general public or the elderly and disabled population as a whole. Cannot be provided for a specific subset of either of these groups.

The proposed service will not require reductions in existing transit services that have an equal or higher priority.

The proposed service will require a subsidy generally equivalent to other similar services.

The proposed transit service will benefit the general public, with particular consideration for those who rely on public transportation, seniors, and disabled persons, within the meaning of Title VI or other similar assessments.

The proposed new or additional service will benefit the general public, residents who use or would use public transportation regularly, the senior population, and persons with disabilities; including assessments based on title IV or other similar information where available.

Is needed by and would benefit either the general public or the elderly and disabled population as a whole.

ECONOMICAL

FUNDING

The proposed transit service will not cause the transit operator to incur expenses greater than the maximum allocation of Transportation Development Act Local Transportation Funds.

New, expanded, or revised transit service, if implemented or funded, would not cause the operator to incur expenditures in excess of the maximum amount of Transportation Development Act funds available to Kings County.

ADA CONFORMITY

The new, expanded, or revised transit service, in conforming with the requirements of the Americans with Disabilities Act, will not impose an undue financial burden on the transit operator if complementary paratransit services are subsequently required.

**COST-
EFFECTIVENESS**

Unless the proposed transit service is eligible for a two-year exemption period, it must not reduce the ability of the overall transit system service to meet minimum fare box return requirements as stated in the Transportation Development Act statutes or established by Merced County Association of Governments.

The proposed new or additional transit service will not affect the ability of the overall system of the implementing agency or agencies to meet the applicable transit system performance objectives or the state farebox ratio requirement after the exemptions period, if the service is eligible for the exemption.

PERFORMANCE

The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.

The proposed service can meet the scheduled passenger fare ratio standards as described in the recommended benchmarks for the passenger farebox recovery ratio for new transit services in Tulare County.

The estimated number of passengers to be carried will be in the range of similar services, and/or, the proposed service provides a "link" or connection that contributes to the effectiveness of the overall transit system.

New, expanded, or revised transit service, if implemented or funded, would allow the responsible operator to meet the TDA required applicable farebox revenue ratio.

TIMING

The proposed service is in response to an existing rather than future transit need.

The proposed transit service shall have a reasonable expectation of future demand and available funding on a long term basis to maintain the service.

**POTENTIAL
RIDERSHIP**

The proposed transit service will not reduce the existing level of transit service and will comply with safety, security and maintenance requirements. The proposed transit service will meet "new service" ridership performance standards established for the transit operator in its agency planning documents. Measurement of ridership performance may include assessing passengers per hour and passengers per mile.

The proposed transit service will maintain new service ridership performance measures of the implementing agency or agencies, as defined by the SSTAC.

There is supporting data to indicate sufficient ridership potential for the new, expanded, or revised service.
